



**LANGLEY
POLICY
DIRECTIVE**

**Directive: LAPD 1460.1
Effective Date: June 25, 2002
Expiration Date: June 25, 2007**

Responsible Office: Office of Logistics Management

SUBJECT: Mail Management

1. PURPOSE

This directive sets forth the policy and responsibilities for governing the Langley Research Center (LaRC) Mail Management Program.

2. POLICY

- a. It is LaRC policy to control and process mail in an effective manner by ensuring that all incoming official mail is promptly moved from point of receipt to the office responsible for action, and that all outgoing mail meets established mail standards for cost-effectiveness and delivery. Priority will be given to official mail relating to U.S. Government business. Bulk mail will be handled on a low-priority, time-available basis.
- b. All incoming mail is subject to being opened to determine proper disposition.
- c. The Center's mail system is for official mail; employees and other Center residents are not to use the Langley Research Center as a mailing address for personal mail (including periodicals not essential to official duties) and are not to use the internal mail service for delivery of outgoing personal mail to the Post Office. It is recognized that occasionally personal mail will be sent to the Center; however, it is not possible to assure special handling of this mail.
- d. It is NASA's policy that official mail envelopes, labels, and postage will be used only by NASA personnel in the performance of their assigned Government duties. Only envelopes meeting U.S. Postal Service specifications will be used for official mail.
- e. All outgoing official mail must be processed and metered through the Center's mail system. Official mail must not be placed in the U.S. Postal services collection boxes.

3. REFERENCES

- a. NPD 1382.17, "Privacy Act – Internal NASA Direction in Furtherance of NASA Regulations."
- b. NPD 1490.1, "NASA Printing, Duplicating, Copier, Forms and Mail Management."
- c. NPD 1450.10, "NASA Correspondence Management and Communications Standards and Style."

- d. NPG 1620.1, "Security Procedures and Guidelines."
- e. LAPD 6000.1, "Transportation Management."
- f. NASA Langley Form 39, "Address/Telephone Number Change Notice."
- g. NASA Langley Form 41, "LaRC Directory Change Notice."

4. DEFINITIONS

- a. Mail is:
 - (1) Material received or dispatched through the U.S. Postal Service or a private carrier for delivery through the on-site mail-messenger system.
 - (2) Material placed in the on-site mail-messenger system for dispatch and delivery.
- b. Official mail is material relating exclusively to U.S. Government business for which NASA pays the U.S. Postal Service.
- c. Contractor mail consists of official mailings made on behalf of NASA by a business under contract. Contractor mailings for NASA can be authorized to mail material for NASA without affixing postage at the time of mailing. The U.S. Postal service has issued a permit imprint number to NASA for this purpose.
- d. Centralized pick-up location is a mail station equipped with mail bins to receive incoming and to send outgoing mail that is centrally located in each facility.

5. CRITERIA

Material received or distributed at the Center shall meet the following criteria:

- a. Pertain to NASA's mission, or
- b. Be associated with Government programs or operations, or
- c. Originate from an officially sanctioned organization, which contributes to the morale and welfare of civil servant and/or contractor employees.

Mail that does not meet the above criteria should be delivered to the employee's off-site address, and every effort should be made to notify outside sources of this requirement.

6. DESIGNATION

The Center's Mail Manager is located in the Office of Logistics Management (OLM).

7. RESPONSIBILITIES (Responsibility/Action)

a. Mail Manager

- (1) Ensure that LaRC's mail operations are efficiently organized and effectively managed according to Center policy and applicable regulations.
- (2) Monitor the mail operations of the support contractor.
- (3) Manage the allocation of mail stops.
- (4) Act as liaison between local Postal Office officials on matters concerning mail operations.
- (5) Plan and budget postal cost and send accountability reports to NASA Headquarters.

b. Organizational Unit Managers

- (1) Appoint a mail stop custodian for each mail stop within their organization. Inform the Mail Manager, OLM, of the custodian's name, organizational title, facility and room number, and telephone extension.
- (2) Notify the Mail Manager, OLM, of any change in custodian.
- (3) Ensure that classified, sensitive, or Privacy Act mail delivered to or originated within their organization is handled according to NPD 1382.17, "Privacy Act – Internal NASA Direction in Furtherance of NASA Regulations," NPG 1620.1, "Security Procedures and Guidelines."
- (4) Ensure that employees are aware of proper mail processing procedures.
- (5) Advise employees to submit NASA Langley Form 41, "LaRC Directory Change Notice," to make sure that mail stop, facility and room number, and telephone number data are current.

c. Mail Stop Custodians

- (1) Distribute all mail received.
- (2) Properly handle classified and Privacy Act mail.
- (3) Notify the Mail Manager, OLM, when a change in the location of a mail stop is required.

d. Employees and Other Center Residents

- (1) Use a U.S. Government messenger envelope for internal mail, and write a mail stop number and the first and last name of the recipient on all material placed in the mail service.
- (2) Include the current mail stop as part of the address on official mail sent to LaRC. Notify mailing organizations of mail stop address changes or subscription cancellations, as appropriate.
- (3) Notify the Mail Manager if mail that should be routed through Correspondence Records Management has been delivered unopened.
- (4) Deposit outgoing personal mail in the U.S. Post Office Box located in front of the Cafeteria.
- (5) Discourage use of the Center Mail System to receive bulk mail (periodicals, catalogs, magazines, brochures, newspapers, flyers, books, etc.) not essential to the performance of official duties.
- (6) Submit NASA Langley Form 41 when mail stop, facility, room, or telephone number is changed.
- (7) Follow proper procedures for handling classified, sensitive, and Privacy Act mail. (See NPD 1382.17 and NPG 1620.1.)
- (8) Submit NASA Langley Form 39, "Address/Telephone Number Change Notice," to notify outside sources of correct official mail address, including mail stop number (telephone number optional). NASA Langley Form 39 is only available from Stock.

NOTE: Mail that does not have a correct mail stop number may be undeliverable and is subject to delayed delivery.

8. CANCELLATION

LAPD 1460.1, dated July 9, 2001.

Jeremiah F. Creedon
Director